

## ADJUSTMENTS

### Introduction

This section of the user guide will show how an authorized user can adjust previously submitted employment and wage detail records. The adjustment function allows the user to modify/add/delete records as many times as required. There are 3 methods available to perform adjustments: Upload a file of adjustments via self-service, upload an adjustments file via FTP or select and modify specific records online. All completed adjustments can be viewed in employment and wage detail history. In some cases, an employer submitted adjustment may require additional review by DUA staff, before the adjustment can be applied.

### Step-by-Step Instructions:

#### Manual entry method:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting'.
2. Click on the link 'Adjustments'. The following screen will appear: Search for the prior quarter that needs an adjustment of wage details using the dropdown menu. Click on 'Search'.

3. The following page will appear. Use the radio button to select the quarter of your choice. Click 'Next' to continue.

Year	Quarter	Last Submission Type	Status	Total Gross Wages	Number of Records	Transaction Date
<input type="radio"/> 2009	April-May-June (Q2)	Original	Submitted	\$10,000.00	1	11/6/2009

4. You will be prompted to choose from the available methods of adjustment.

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**Employer Information**  
Employer Account Number: 100  
Employer Name: Employer

Employment and Wage Detail Adjustment Process

1 Select Report → 2 Adjust Records → 3 Confirm Adjustment → 4 Process and Calculate → COMPLETE

Use the radio button to choose your adjustment methods.

Employment and Wages Paid for the Quarter: April, May, June (Q2)  
Year: 2009  
Submission Type: Adjustment #1

**Filing Methods**  
☐ File Upload - Attach electronic wage adjustment file  
☒ Manual Entry - Adjust individual wage records manually online

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5. Choose the 'Manual Entry' method. If you have to adjust more than 100 records, the file upload method should be used.
6. The following page will appear. Refer to the instructions on the page to continue with the adjustment.

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**Employer Information**  
Employer Account Number: 100  
Employer Name: Employer

Employment and Wage Detail Adjustment Process

1 Select Report → 2 Adjust Records → 3 Confirm Adjustment → 4 Process and Calculate → COMPLETE

**Reporting Information**  
Employment and Wages Paid for the Quarter: April, May, June (Q2)  
Year: 2009  
Submission Type: Adjustment #1

**Employment and Wage Detail Records Adjustment**

- Select the individual wage records that require adjustments below and select 'Next'
- To add additional employees, select 'Next'
- Note: Only 100 records may be adjusted at one time. If more than 100 adjustments are needed a file upload is recommended.

IMPORTANT: Follow instructions shown here to continue with the adjustments.

Record Number	Adjust	SSN	Last Name	First Name	MI	Owner/Officer	Unit Number
1	<input type="checkbox"/>	100	D	J	N		0

[Previous](#) [Next](#)

**Criteria**  
If you wish to add a new employee and have no other adjustments to make, click next without checking the box against the existing employee.

SSN:  Last Name:

[Search](#) [Next](#)

Check this box to adjust this record. Click 'Next'.

If you wish to add a new employee and have no other adjustments to make, click next without checking the box against the existing employee.

If you wish to search for a single record to adjust, enter name/SSN here and click 'Search'.

7. The following adjustment.

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Employer Account Number: 1001

Employer Name: Employer

## Employment and Wage Detail Adjustment Process

**Reporting Information**

Employment and Wages Paid for the Quarter: April, May, June (Q2)

Year: 2009

Submission Type: Adjustment #1

**Employment and Wage Detail Records**

- Enter employee information in space provided. If additional rows are needed, please select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select the next page number.
  - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Wage and Employment Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **MA Income Tax Amount Withheld** of any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at [www.mass.gov/dor](http://www.mass.gov/dor), to amend the withholding amount paid.

**Wage Detail Records**

	SSN	Last Name	First Name	MI	Unit Number <sup>?</sup>	UI Gross Wages <sup>?</sup>	MA Wages Subject to Withholding <sup>?</sup>	MA Income Tax Amount Withheld <sup>?</sup>	Delete
1	10C	D	J	0		\$10,000.00	\$10,000.00	\$0.00	<input type="checkbox"/>
2									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Click on the checkbox and click 'Save' to delete this record.

Click on 'Save' anytime to save the data entered so far.


[Previous](#) [Save](#) [Add](#) [Next](#)
**Sort Criteria**

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: Last Name: [Search](#) [Reset](#)

Click 'Next' to continue with the process, when all modifications on this page are complete.

8. You will be asked to provide information on 12<sup>th</sup> of the month employment data for each wage detail record on the next page. Upon completion, click 'Next' to continue. NOTE: If required, please refer to the 'HOURS WORKED GUIDELINE' in the Addendum.



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**Employer Information**

Employer Account Number: **100**      Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



**Reporting Information**

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**


Submission Type: **Adjustment #1**

**Employment and Wage Detail Records**

- The monthly employment data reported below should be a count of all full-time and part-time workers in covered employment(subject to Massachusetts's Unemployment Compensation Law)who performed services during the payroll period which includes the 12th of the month.
  - If an employee was employed in the payroll period based on the definition above, select 'Yes'.
  - If no employment for an employee in the payroll period based on the definition above, select 'No'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
  - Complete each page and select 'Save' before clicking on the next page number.
  - Do not click 'Next' until you have completed and saved all pages.
- When selections are complete, select 'Save', or 'Next'.

	SSN	Last Name	First Name	MI	Unit Number	Employment Month#1	Employment Month#2	Employment Month#3	Hours Worked	Owner/Officer
1	100	D	J		0	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	400	<input type="button" value="No"/>

9. The following page will appear with the adjustment information. Click 'Next' to continue.



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**Employer Information**

Employer Account Number: **100C**      Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



**Reporting Information**

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Adjustment #1**

**Adjustment Confirmation Summary**

- Compare the previous Employment and Wage Detail Record with the adjusted records and/or verify new or deleted employee(s).
- If the adjustment is correct select 'Next' to continue. If not select 'Previous' to correct.


**Employee Adjustment**

	SSN	Last Name	First Name	MI	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Month 1	Month 2	Month 3	Hours Worked	Owner/ Officer
Adjusted	100	D	J		\$15,000.00	\$10,000.00	\$0.00	Y	Y	Y	400	N
Previous	100-	D	J		\$10,000.00	\$10,000.00	\$0.00	Y	Y	Y	400	N

• To continue processing your wage detail records, select 'Next'.



10. The screen shown below will appear, prompting you to provide a reason for each adjustment. Enter a reason and click 'Next'.



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\* Indicates Required Field

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**Employer Information**

Employer Account Number: **100**      Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



**Reporting Information**

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Adjustment #1**

**Wage Detail Adjustment Reason Verification**

- An adjustment reason is required for each individual record. Select the appropriate reason from the drop down box below.
- If the adjustment(s) is/are correct select 'Next' to continue. If not select 'Previous' to correct.
- NOTE: do NOT select 'Next' until all page(s) have been completed.

**Employee Adjustment**

	SSN	Last	First	MA Income Tax Amount	Hours Worked	Owner/Officer
Adjusted	100-	D		\$0.00	400	N
Previous	100-	D	J	\$10,000.00	400	N

Reason: Select One \* Explain:

Previous
Save
Next

Choose a reason for the adjustment from the drop down menu for each adjustment.

11. On the next page, you will be asked to certify the adjustments you are making. Click the checkbox and click 'Next' to continue. Click 'Previous' to make changes.
12. The following page will appear displaying the recalculated contributions due after the adjustment.



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## Employer Information

Employer Account Number: **100**

Employer Name: **Employer**

### Employment and Wage Detail Adjustment Process



## Reporting Information

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Adjustment #1**

## Employment and Wage Detail Adjustment Calculations

- The table below illustrates the adjustment's total affect by quarter
- Each line lists the most recently submitted amount, the adjusted submission amount and the difference
- IMPORTANT NOTE: The adjustment process recalculates the quarter adjusted and any subsequent quarters
- Calculations DO NOT include records pending UI staff review. These will be included in a new account statement

	Submission Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Amount
<b>Quarterly Wages</b>						
<a href="#">Total UI Gross Wages</a> <sup>®</sup>	Submitted		\$10,000.00	\$0.00		\$10,000.00
	Adjusted		\$15,000.00	\$0.00		\$15,000.00
	Difference		\$5,000.00	\$0.00		\$5,000.00
<a href="#">UI Taxable Wages</a> <sup>®</sup>	Submitted		\$10,000.00	\$0.00		\$10,000.00
	Adjusted		\$14,000.00	\$0.00		\$14,000.00
	Difference		\$4,000.00	\$0.00		\$4,000.00
<a href="#">UHI Taxable Wages</a> <sup>®</sup>	Submitted		\$10,000.00	\$0.00		\$10,000.00
	Adjusted		\$14,000.00	\$0.00		\$14,000.00
	Difference		\$4,000.00	\$0.00		\$4,000.00
<b>Contributions</b>						
<a href="#">UI Contribution</a> <sup>®</sup>	Submitted		\$283.00	\$0.00		\$283.00
	Adjusted		\$396.20	\$0.00		\$396.20
	Difference		\$113.20	\$0.00		\$113.20
<a href="#">UHI Contribution</a> <sup>®</sup>	Submitted		\$0.00	\$0.00		\$0.00
	Adjusted		\$0.00	\$0.00		\$0.00
	Difference		\$0.00	\$0.00		\$0.00
<a href="#">Workforce Training Fund</a> <sup>®</sup>	Submitted		\$6.00	\$0.00		\$6.00
	Adjusted		\$8.40	\$0.00		\$8.40
	Difference		\$2.40	\$0.00		\$2.40
<a href="#">Secondary Uniform Adjustment</a> <sup>®</sup>	Submitted		\$0.00	\$0.00		\$0.00
	Adjusted		\$0.00	\$0.00		\$0.00
	Difference		\$0.00	\$0.00		\$0.00
<b>Penalties and Interest</b>						
<a href="#">Non Filer Penalty</a> <sup>®</sup>	Submitted		\$100.00	\$0.00		\$100.00
	Adjusted		\$100.00	\$0.00		\$100.00
	Difference		\$0.00	\$0.00		\$0.00
<a href="#">Interest</a> <sup>®</sup>	Submitted		\$9.31	\$0.00		\$9.31
	Adjusted		\$13.44	\$0.00		\$13.44
	Difference		\$4.13	\$0.00		\$4.13
<a href="#">Quarterly Amount Due</a> <sup>®</sup>	Submitted		\$398.31	\$0.00		\$398.31
	Adjusted		\$518.04	\$0.00		\$518.04
	Difference		\$119.73	\$0.00		\$119.73

[Previous](#)

[Submit](#)

13. Click 'Submit' to complete the wage details adjustment if you are satisfied with the calculations. Otherwise click on 'Previous' to make any changes. A confirmation page will be displayed, indicating that the process is complete. The confirmation page will also display a confirmation number which you can use for future inquiries.


### File Upload Method:

This method allows employers to submit information via a self service application. The file upload method should be used, whenever there are more than 100 records (the upper limit for manual entry). However, this method can also be used to process a lesser number of records. Within the file upload method, 3 options are available. They are: ICESA, EFW2 and Delimited. Key facts about file upload method are:

- The file upload method can be used to process up to 10,000 records. If you have more than 10,000 records, the FTP method should be used.
- The uploaded wage detail files would be processed immediately, if your file size is within 200 records. Otherwise, your file would be processed as part of a scheduled batch. You should be able to view the status of your submission the following day, using the link 'View Submission History'.
- The process to upload files using ICESA, EFW2 or Delimited is similar with the only difference being in the file format. Please refer to the addendum for additional information and extensive detail on file format, data definitions, formatting and file generation instructions for each of these formats.
- The file upload method for adjustments is the same as the one used to submit employment and wage detail records. The system differentiates between a submission and an adjustment using the value of a flag set at each record level. Please refer to the addendum for guidelines and information on employment and wage detail uploads.

**Step by Step Instructions:** For the purposes of this illustration the 'Delimited' option will be used. The step by step instructions to process ICESA and EFW2 files would be the same, except for the file formats. In order to use this delimited option, the data that needs to be uploaded should be in the form of a comma delimited text file. The delimited file should look like the screen shot below ( only one record shown for a sample).

1. Follow the first 4 steps outlined in the 'Manual Entry' method. Choose the 'File Upload' option as your method of adjustment. The following screen will appear, prompting you to select the file format of your choice for uploading.



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Employer Information

Employer Account Number: **1001**      Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



Reporting Information

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Adjustment #2**

File Format

• For details related to the most current file formats, select the appropriate link below.

• For details related to multiple file submissions or third party administrators (TPA) filings, click [here](#)®

File Type	Record Length	File Extension
<a href="#">Delimited</a> ® (i.e., export from Excel with a comma delimiter)	Variable	.bt or .csv
<a href="#">ICESA</a> ® (NASWA Standard File Format)	275	.bt
<a href="#">EFW2</a> ® (Formerly MMREF-SSA)	512	.bt

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2. On the next screen choose 'Delimited' as your option and click 'Next'.
3. On the next screen, follow the prompts to upload the file from your desktop and click 'Next'.
4. If the file upload is successful, a confirmation will be displayed along with the first 10 rows of data from the uploaded file. If errors are found in the file, the errors will be displayed. You will not be able to upload the file until all the errors are fixed on the text file.

NOTE: If you uploaded more than 200 records, the process will end here, with a message that your file will be processed in the batch process. You will be able to check the process status in the submission history.

5. Proceed to step 12 of the 'Manual Entry' process for adjustments to continue with the instructions.

### *FTP Method:*

The secure FTP processes provide employers with extremely larger amounts of data ( over 10,000 records) a method to submit information via an FTP folder. Special set-up is required for FTP submitters with secure access to individual employer folders. Data will be processed in over-night batch and acknowledgement files will be provided in separate FTP folder on the next day for review. Submission and error history will also be viewable online by logging onto the self-service application.

Please refer to the following sections of the addendum on details for setting up the FTP method.

- Employment and Wage Submission Guidelines and Information
- Delimited File Format Specification
- ICSE File Format Specification
- EFW2 File Format Specification